

Section C - Description/Specifications/Statement of Work

1.0 Background. The Office of Naval Research (ONR) promotes, coordinates, plans, and executes the Science and Technology (S&T) programs of the United States Navy and Marine Corps with academia, government laboratories, non-profit organizations, and industry. The ONR Portfolio Management (ONR 03) staff formulates and executes the Naval S&T portfolio to address technology opportunities and solutions in basic research, applied research, advanced technology development, and advanced component development and prototypes. The ONR Portfolio is governed by the Portfolio Council (PC) and the Chief of Naval Research's (CNR's) Executive Staff. ONR transitions the most useful technologies to Acquisition and the Warfighter; and provides technical advice and information to the Chief of Naval Operations, the Commandant of the Marine Corps, the Secretary of the Navy, and the Department of Defense. ONR 03 is responsible for managing the Navy's Future Naval Capabilities (FNC) Program, the Innovative Naval Prototype (INP) Program, Basic and Applied Research Programs, and the Expeditionary Portfolio as directed by the PC and CNR. The Marine Corps Warfighting Laboratory (MCWL) identifies, develops, and delivers innovative capabilities for warfighter assessment and experimentation in support of the Marine Corps future force design and development activities. MCWL conducts assessments of emerging commercial technologies with potential military utility.

The FNC Program is ONR's primary delivery-focused S&T effort. It facilitates the deployment of technologies to the operating forces through extensive coordination with Resource Sponsors and Acquisition Sponsors. An identified requirement and Program of Record that will use FNC deliverables is a prerequisite for an FNC project's start. The FNC Program has formalized processes, engagements, and documents that enable the deployment of technology through structured interactions amongst FNC stakeholders.

The INP Program manages a portfolio of potentially game-changing and disruptive technologies, intended to alter the way our naval forces fight. With INPs ONR accepts higher technical risk in order to deliver greater operational capability to the warfighter. Unlike FNCs, INP approval occurs ahead of anticipated naval needs rather than in response to stated or known requirements. Transition sponsorship is not required as an initial condition for approval. However, the ultimate goal of an INP is to deploy to the Fleet/Force and this requires engagement with prospective resource and acquisition partners to identify deployment opportunities.

The Applied and Basic Research Programs oversee and manage basic and applied research projects across the Naval Research Enterprise (NRE). Naval needs inspire the Basic and Applied Research that lays scientific foundations for future naval technologies. Individual projects usually have no specific transition or deployment target programs and ONR resourcing of these efforts often comes in the form of grants. These programs access and fund research globally in academia, governmental and non-governmental labs, and industry. In addition to directly funding basic and applied research projects, ONR 03 oversees Naval research efforts being conducted through the Defense University Research Instrumentation Program (DURIP), Multidisciplinary University Research Initiatives (MURI), In-house Laboratory Independent Research (ILIR), and the Naval Research Young Investigator Program (YIP). While not tightly coupled, Fundamental Research successes can progress to potential FNC or INP technologies.

The Expeditionary Portfolio is a sub-portfolio in ONR where the Expeditionary Portfolio Director (EPD) manages the Marine Corps' S&T resources within ONR. The EPD funds S&T projects in all ONR departments that address Marine Corps and expeditionary requirements. The EPD also participates in the FNC and INP programs, and in the case of FNCs, uses Marine Corps' resources to fund FNCs. The EPD coordinates extensively with Marine Corps' Resource Sponsors and Acquisition Program Offices.

MCWL works closely with ONR to plan and coordinate S&T activities for the Marine Corps. ONR's Vice Chief of Naval Research (VCNR) fills the role of the executive agent for the Marine Corps' S&T and as the Commanding General of MCWL. MCWL closely coordinates with the EPD and the Assistant Vice Chief of Naval Research at ONR. MCWL's S&T funding is executed through ONR's comptroller.

2.0 Objective and Scope.

2.1 Objective. The objective of this Performance Work Statement (PWS) is to provide management, technical, and executive support to government managers of the ONR S&T portfolio, its subordinate programs described above in Section 1.0, the PC, the CNR's Executive Staff, and MCWL.

2.2 Scope. Each of ONR 03's and MCWL's programs has unique nuances and specific programmatic intricacies. The Contractor shall provide support to the entire ONR 03 Program, as directed by the government, but contract line items will specify the primary ONR 03 or MCWL programs that the functions will support.

2.3 Requirements. The Contractor shall provide the following functions to ONR 03 and MCWL Programs.

2.3.1. Programmatic and Technical Support.

- Draft planning and reporting guidance for Project Officers that are executing ONR 03 Portfolio Funding.
- Receive, review, assess, and provide recommendations concerning Project Officer and ONR Department submissions to ONR 03 business processes.
- Provide monitoring and support of day-to-day program oversight, execution, and coordination tasking. Alert government managers of issues involving ONR 03 Programs.
- Schedule and conduct programmatic and technical reviews of programs.
- Draft recommendations for policy, process, administration, and guidance of ONR 03 Programs and processes.
- Support project selection processes.
- Assess and provide recommendations concerning both ongoing and completed ONR 03 individual projects' technical and programmatic execution.
- Provide subject matter expertise on the ONR 03 Programs including historical and second order effects of program changes.
- Provide interaction between ONR Product Managers and stakeholders to resolve technical issues and cost/schedule variances.

2.3.2 Information Support.

- Conduct data calls to ONR Departments and Program Officers when directed by government personnel.
- Organize, maintain, handle, and update all classified and unclassified electronic records for ONR programs stored on the SIPRNET, NIPRNET, and collaborative data systems used by ONR 03, e.g. ATLAS.
- Serve as the information liaison and clearing house for dissemination of ONR 03 Program information to internal and external organizations. Track information requests, obtain management permissions, and release

data according to approved guidelines.

- Complete data extractions and respond to data calls for government directed inquiries.
- Provide quick responses to senior management information requests.
- Prepare and maintain Points-of-Contact lists including both internal and external ONR 03 Program stakeholders.

2.3.3. Financial Management Support.

- Prepare drafts and recommendations for financial planning and resourcing decisions including plans and budgets.
- Monitor ONR 03 and MCWL Program financial execution including obligation authority, commitments, obligations, and expenditures, and identify issues to government management.
- Use ONR financial systems, e.g. Navy ERP, to provide information to ONR 03 and MCWL government management. Ensure synchronization of financial information with other ONR/MCWL decision support systems (e.g. ATLAS).
- Monitor and document funding additions, reductions, and movements of ONR 03 and MCWL resources. Maintain detailed budgetary documents. Create and maintain spreadsheets that document ONR 03 and MCWL Program specific financial data at a more detailed level than the ONR Comptroller (ONR 08), e.g. budgets, allocations, execution, phasing plans.
- Provide draft inputs to Congressional Budget Exhibits and Program Objective Memorandums (POM) for government approval.
- Coordinate with the ONR Department or MCWL Business Finance Managers (BFM) on ONR 03 and MCWL funding issues.
- Coordinate with ONR 08 on ONR 03 and MCWL funding issues.
- Identify funding shortfalls and surpluses and recommend strategies for correction to government management.
- Conduct analyses of financial information to answer specific questions and support larger general ONR 03 and MCWL Program analyses.

2.3.4 Analysis, Synthesis, and Decision Support.

- Analyze ONR Programs and individual project data in relationship to other internal and external parameters and data. Provide ONR with recommendations and responses to analyses findings. Examples include:
 - Analyzing projects against external S&T demand signals and recommending adjustments to maximize DON benefits.
 - Analyzing completed projects, their results, and final disposition.
 - Supporting the development and reporting of S&T Portfolio investment analyses.
 - Coordinating with the ONR PIIM Team on portfolio dashboard development and analysis.
 - Monitoring external S&T efforts and analyzing their relationships to ONR programs. Developing recommendations for ONR management to coordinate with external S&T investment. Examples include:
 - Monitoring DARPA projects and supporting ONR participation in DARPA reviews.
 - Preparing S&T roadmaps.
 - Monitoring Corporate OSD Prototyping and Concept Exploration programs (e.g. Joint Capability Technology Demonstration; Advancement of Science and Technology Priorities; Community of Interest Seedlings) to determine potential ONR benefit and courses of action.
 - Supporting the DASN (RDT&E) chartered Proposal Development Team.
 - Supporting ONR interactions with the USD(R&E) and Senior DoD Leadership.
 - Supporting ONR participation in the OUSD(R&E) Deputies' Action Group.
- Provide operational and technical expertise, and administrative support to ONR sub-portfolio directors.

- Manage the oversight of ONR funded Unmanned Aircraft operations.
- Analyze external documents and recommend ONR courses of action and response.
- Answer specific questions and inquiries about the ONR Programs and their relationships.
- Bin, categorize, and analyze ONR 03 S&T projects for trend analysis, portfolio understanding, and compiled aggregate results.
- Prepare briefs and reports with results of analyses.

2.3.5 Communication, Engagement, and Meeting Coordination.

- Prepare ONR 03 Program briefs and reports for a variety of purposes such as program overview briefs, budget briefs, Congressional briefs, DON and DOD leadership briefs, and special purpose briefs as required by ONR Management for internal and external audiences.
- Draft, maintain, and implement training courses for ONR 03 Programs. Include content on program business processes, relationships to external stakeholders, organizational structures, governance, budget and financial management, and execution oversight processes.
- Conduct the planning, scheduling, and overall management of various ONR 03 Program Meetings. Engage with internal and external stakeholders in pre-meeting coordination such as defining meeting objectives, desired invitees, content and format development, presenter preparation, read ahead and brief coordination, schedule and agenda development, venue decisions, and after action.
- Engage with S&T stakeholders, such as Resource and Acquisition Sponsors, to provide information and coordination for ONR 03 Programs.

2.3.6 Logistics and Administrative Support.

- Conduct day-to-day functions to maintain ONR 03 Program documentation and tracking of program processes.
- Track ONR 03 management and staff tasks and upcoming events.
- Coordinate meetings to include venue scheduling, attendee invitations and registration, audio/visual and IT requirements, security visit requests, dissemination of meeting agendas and information to attendees, catering requests, presentation coordination, and executive support.
- Document meetings and engagements with minutes and action items. Track completion of action items.
- Provide support to executives with correspondence, coordination, scheduling, meetings, and travel.
- Provide executive secretary and executive assistant services to the PC and the CNR's Executive Staff

3.0 **Deliverables.**

3.1 Monthly Progress and Financial Status Reports. (CDRL Item A001) The Contractor shall provide monthly progress and financial status reports to the COR. For this report, monthly technical progress can be provided in contractor format (subject to COR approval). The financial status portion of the monthly report shall be provided in the format and with the required information found on the Contractor Monthly Financial Status Report Template found at the following site: [http://www.onr.navy.mil/Contracts- Grants/manage-contract.aspx](http://www.onr.navy.mil/Contracts-Grants/manage-contract.aspx). The format for the financial status reports may be updated during the life of the contract/task order and if the report template is updated the new version will be uploaded to this website (or any successor website identified via administrative modification to the contract/task order) and the contractor will be notified that an updated version shall be used for future submissions. The monthly financial status report requires the information to be provided as indicated in the Contractor Monthly Financial Status Report Template.

3.2 Annual Summary Report. (CDRL Item A002) The Contractor shall prepare an annual summary report, which is due 30 days after the end of the calendar year. This report should document cumulative work performed during the reporting period. The Contractor shall incorporate COR recommendations in developing the format of this report.

3.3 Individual Travel Report. (CDRL Item A003) The contractor shall provide, prior to any travel, a work sheet detailing the costs of that travel to the Program Officer as well as the COR for prior approval. Travel must meet the requirements of the Joint Travel Regulations (JTR). In addition, travel reports are required, no later than 15 days after the conclusion of the travel. The report shall contain dates, locations of travel, purpose, total cost breakdown including travel, per diems, hotel costs, car rental costs, etc., with unusual cost items (including registration fees) specifically set forth, tasks performed, and accomplishments. If publications or proceedings documentation were distributed, a copy may be included with the report. The Contractor shall incorporate COR recommendations in developing the format of this report.

3.4 Master Travel Log Report. (CDRL Item A004) The contractor shall maintain a master log of completed travel for all individuals traveling under this task order. The log shall include travel dates, destination, purpose, and cost breakdown to include airfare/mileage, lodging, meals, rental car/taxi, and other miscellaneous costs. This report shall be made available to ONR quarterly and within 14 days of request. The Contractor shall incorporate COR recommendations in developing the format of this report.

3.5 Quality Control Plan. (CDRL Item A005) The Contractor shall provide a quality control plan to the COR within 60 days after task order award. This report shall define policies and procedures for managing productivity, quality, and cost control. Contractor format is acceptable.

3.6 Ad Hoc Reports/Memorandums/Presentations. (CDRL Item A006) The Contractor shall provide ad hoc reports, memorandums, presentations, and presentation materials as required by the COR. The required format, timing, content, and distribution shall be provided at the time the requirement is identified.

4.0 **Personnel Qualifications.**

4.1 Personnel Requirements. The Contractor shall provide qualified personnel to manage and execute all aspects of the PWS. All personnel are required to hold a minimum of a SECRET or interim SECRET security clearance. All personnel shall have experience and be proficient to do the following:

- Use commercial software packages, to include at a minimum, Microsoft Office.
- Communicate and effectively address complex issues both orally and in writing.
- Work independently and collaboratively.

- Organize, coordinate, and conduct meetings.

All positions are onsite at ONR and MCWL or via telework as approved by the COR.

The following are Key Positions:

- Team Lead (FTE is with one of the other Key Positions, see paragraph 4.1.1)
- 2 FTE: S&T Program Management Specialist for FNC Program
- 1 FTE: Senior Research Analyst for FNC Program
- 1 FTE: S&T Program Management Specialist 3 for Expeditionary Program
- 1 FTE: Execution Management Specialist for FNC/INP Program
- 1 FTE: Execution Management Specialist for Expeditionary Portfolio
- 1 FTE: Execution Management Specialist for MCWL
- 1 FTE: Administration/Logistics/Planning Specialist for FNC Program
- 1 FTE: Administration/Logistics/Planning Specialist for ONR 03 Portfolio

The following paragraphs describe specific labor categories:

4.1.1 Team Lead. The Team Lead shall serve as the overall lead of the Contractor's team assigned to perform the tasks defined above. This is not a dedicated management position; rather, it must be performed as collateral duty by one of the positions below. The intent is to have a team lead who also performs support functions to ONR 03 Programs. The Team Lead shall possess at least a Bachelor's degree in science or engineering from an accredited college or university and no less than **20 years of program management experience. A minimum of 10 of the required years shall be supporting the Department of Defense, preferably the Department of the Navy.**

Desired qualifications: The government desires a Team Lead that has a MBA, another advanced academic degree, relevant DAWIA certifications, and/or Federal Acquisition Certification for Program and Project Managers (FAC-P/PM), or industry Program/Portfolio Management Professional certifications (PgMP/PfMP).

4.1.2 S&T Program Management Specialist 4. This labor category requires a **Bachelor's degree in science or engineering from an accredited college or university and a Master's degree from an accredited college or university and no less than 20 years of program management experience** supporting the Department of Defense, preferably the Department of the Navy. This Key Person must have experience developing and executing complex technical tasks, applying analytical problem solving methodologies, providing technical direction, and allocating resources. Demonstrated experience managing both the technical and administrative elements of a program is mandatory. Experience in the integration of S&T programs across multiple DoD organizations is required.

Desired qualifications: Knowledge and experience in the primary ONR 03 Program the individual is proposed to support. The candidate should have work experience in 2 or more of the Naval S&T, acquisition, resource/requirements, and operational Fleet/Force communities.

4.1.3 S&T Program Management Specialist 3. This labor category requires at least a **Bachelor's degree from an accredited college or university and 15 years of S&T or related DoD program management experience.** Experience with DoD RDT&E funding policies and program management practices applicable to technology

transition from S&T into acquisition is required. Of the 15 years' experience required, a minimum of 10 years must include relevant management oversight experience in DoD, preferably DoN, S&T project planning, execution, and transition. Individuals proposed in this category should have experience generating new concepts and approaches to plan, evaluate, and manage S&T programs.

Desired qualifications: Knowledge and experience in the primary ONR 03 Program the individual is proposed to support.

4.1.4. Senior Research Analyst. This labor category requires a Master's degree in science or engineering from an accredited college or university or **Graduate-level professional military education (PME) in a technical or science curriculum** and at least 15 years of experience in a related S&T discipline. Experience with technology development and military requirements, systems, and operations is required. A minimum of 5-years of specific S&T technical experience in the management support, planning and execution of technology transition programs is required. The candidate must have experience assembling, analyzing, and succinctly presenting information, conclusions and recommendations.

Desired qualifications: Knowledge and experience in the primary ONR 03 Program the individual is proposed to support. Experience in conducting technology search, analysis, and road mapping. **A master's degree in science or engineering from an accredited college or university is preferred over a Graduate-level professional military education (PME) in a technical or science curriculum.**

4.1.5. Execution Management Specialist. This labor category requires a Bachelor's degree from an accredited college or university. A minimum of 10 years of work experience in project management, contract management, financial management, and/or budgeting is required. Of the required 10 years at least 5 years must have been in financial management and budgeting. Professional Project Management certification (**Includes PMP but also includes relevant DAWIA certifications, Federal Acquisition Certification for Program and Project Managers (FAC-P/PM), or Project and Program Management degrees**) is required. The candidate must have experience in MS Excel and experience using financial databases and web/database applications. Experience working with the SAP's Enterprise Resource Planning (ERP) financial system is required.

Desired qualifications: Knowledge and experience in the primary ONR 03 or MCWL Program this Key Person will support. Experience working with ONR financial processes, procedures and financial systems, including Navy ERP, is highly desired. Experience in managing technology programs is highly desired.

4.1.6. Research Analyst. This labor category requires a Bachelor's degree in science or engineering from an accredited college or university with a minimum of **5 years** of experience in an S&T discipline. Experience applying established business practices and procedures within a specified subject area, accomplishing complex analyses, conducting research, providing professional findings of technical analysis in the form of reports and presentations, and executing complex tasks is required. Experience in the management, planning and execution of S&T programs is required.

Desired qualifications: Knowledge and experience in the primary ONR 03 Program they will support.

4.1.7 Administration/Logistics/Planning Specialist. This labor category requires a 2-year Associates degree from an

accredited college or university and **5 years of experience supporting Federal Government programs. (A minimum of two of the five years shall be supporting DoD programs)** ; or a high school diploma, 10 years of experience supporting DoD programs, and experience working with Science and Technology programs.

Desired qualifications: Specific experience that includes interacting with senior DoN S&T personnel/executives in technology development, requirements, acquisition, and fleet/force organizations. Knowledge of ONR's internal procedures for managing conferences and controlling security. **For a candidate with a 2-year associate's degree, five years of experience supporting DoD programs is desired.** Experience of 2 years or greater on site at ONR.

5.0 INVENTORY OF CONTRACTED SERVICES

Services Contract Reporting (SCR) requirements apply to this contract. The contractor shall report required SCR data fields using the SCR section of the System for Award Management (SAM) at following web address:
<https://sam.gov/SAM/>.

Reporting inputs will be for the labor executed during the period of performance during each Government fiscal year (FY), which runs October 1 through September 30. While inputs may be reported any time during the FY, all data shall be reported no later than October 31 of each calendar year. Contractors may direct questions to the help desk, linked at <https://sam.gov/SAM/>.

6.0 ACKNOWLEDGEMENT OF SPONSORSHIP

(a) As used in DFARS 252.235-7010, 'Acknowledgement of Support and Disclaimer,' "material" also includes but is not limited to, news releases, letters to the editor, articles, abstracts, manuscripts, brochures, advertisements, photos, films, videos, slides, charts, graphs, drawings, speeches, trade association meetings, symposia, etc.

(b) Nothing in the foregoing shall affect compliance with the requirements of the clauses of this contract entitled "Disclosure of Information" (252.204-7000) and "Security Requirements" (FAR 52.204-2 and Alternate I) if such clause is a part of the contract.

(c) The Contractor further agrees to include this provision in any subcontract awarded as a result of this contract.

7.0 KEY PERSONNEL

a. The Contractor agrees to assign to the contract tasks those persons whose resumes were submitted with its proposal and who are necessary to fulfill the requirements of the contract as "key personnel." No substitutions may be made except in accordance with this clause.

b. The Contractor understands that during the first ninety (90) days of the contract performance period, no personnel substitutions will be permitted unless these substitutions are unavoidable because of the incumbent's sudden illness, death or termination of employment. In any of these events, the Contractor shall promptly notify the COR and the Contracting Officer and provide the information described in paragraph (c) below. After the initial ninety (90) day period the Contractor must submit to the Contracting Officer and COR all proposed substitutions, in writing, at least 30 days in advance (60 days if security clearance must be obtained) of any proposed substitution and provide the information required by paragraph (c) below.

c. Any request for substitution must include a detailed explanation of the circumstances necessitating the proposed substitution, a resume for the proposed substitute, and any other information requested by the Contracting Officer and COR. Any proposed substitute must have qualifications equal to or superior to the qualifications of the individual proposed at the time of proposal submission. The Contracting Officer or his/her authorized representative will evaluate such requests and promptly notify the Contractor in writing of his/her approval or disapproval thereof.

d. In the event that any of the identified key personnel cease to perform under the contract and the substitute is disapproved, the contract may be immediately terminated in accordance with the Termination clause of the contract.

The following are identified as key personnel:

Labor Category	First/M/Last Name
S&T Program Management Specialist for FNC Program	(b) (6)
S&T Program Management Specialist for FNC Program	(b) (6)
Senior Research Analyst for FNC Program	(b) (6)
S&T Program Management Specialist for Expeditionary Program	(b) (6)
Execution Management Specialist for FNC/INP Program	(b) (6)
Execution Management Specialist for Expeditionary Portfolio	(b) (6)
Administration/Logistics/Planning Specialist for FNC Program	(b) (6)
Administration/Logistics/Planning Specialist for ONR 03 Portfolio	(b) (6)